

**Vacancy Announcement #00-314 DS/cs**

**VACANCY ANNOUNCEMENT**

**POSITION:** Criminal Investigator, GS-1811-13  
(Senior Operations Officer)

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Deputy Assistant Director Field Operations (East)  
Washington Field Division  
Washington, DC

**OPENING DATE:** July 27, 2000

**CLOSING DATE:** August 23, 2000

**AREA OF  
CONSIDERATION:** Bureauwide

**MAJOR DUTIES:** This position is in a field division. The incumbent is responsible for the development of procedures to ensure the implementation of division office enforcement activities. The area of responsibility for this position includes the evaluation of reports, forms, and other documents, as well as personal contact in conjunction with field visits to determine and recommend to the division management the necessity for establishing new program priorities and revising existing ones.

Performs a coordinating function between division offices and other ATF organizational levels to promote uniformity in the interpretation and application of procedural requirements, administrative instructions, and policy decisions. Conducts studies and research projects.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service.

**EVALUATION METHODS:** Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

**SUPPLEMENTAL EXPERIENCE STATEMENT**

**On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.**

1. Ability to communicate orally in a concise and organized manner.
2. Ability to efficiently plan and organize work and to prioritize objectives while adjusting to changes in workloads, resources and priorities.
3. Ability to apply the laws, regulations and policies governing the administrative and operational functions of the Bureau.

4. Skill in preparing and reviewing written communications.
5. Ability to work with and through others to accomplish objectives.
6. Ability to perform research and complex studies.

#### **GENERAL INFORMATION**

1. Applications will not be returned to applicants.
2. The Personnel Division upon completion of the selection process will notify all applicants.
3. Applications must be received by the closing date of the announcement.
4. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the telephone number below.

#### **HOW TO APPLY:**

Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below or downloaded from the Internet, at [www.opm.gov/forms](http://www.opm.gov/forms). The SF-171 is no longer available for distribution.

Your application **must** contain the following information.

1. Title, series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address. Daytime and evening telephone numbers.
3. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
4. Relevant training; course titles, dates, and numbers of hours and institutions.
5. Description and year of awards, honors, and special qualifications such as language, computer skills, and typing speed.

Additional information/completed forms should be submitted, if checked.

- ☒ Written response to the Supplemental Experience Statement.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will not be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees – SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.

#### **SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management/Personnel Division  
Attention: Merit Promotion Branch, Room 4170  
650 Massachusetts Ave NW  
Washington, DC 20226  
(202) 927-8610 main number (202) 927-7964 TDD

#### **AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS. OR ANY**

OTHER NONMERIT REASON.

**APPLICANT RESPONSE FORM**  
**(Complete and return this form with your application)**

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-314 DS/cs**  
Position Title, Series and Grade: **Criminal Investigator (SOO), GS-1811-13**, in the Washington Field  
Division, Washington, DC.

Name and Address ***(applicants, please complete)***

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The results of your application for consideration for this position are as follows:

\_\_\_ Your name was referred to the selecting official; however you were not selected.

\_\_\_ You met the basic qualifications for the position, but you were not on the best-qualified list.

\_\_\_ You were selected for the position.

\_\_\_ You were found to be ineligible/not qualified as indicated below:

- |  |  |
|--|--|
| <input type="checkbox"/> Lack general experience       | <input type="checkbox"/> Lack required time in grade                     |
| <input type="checkbox"/> Lack specialized experience   | <input type="checkbox"/> Lack education requirements                     |
| <input type="checkbox"/> Outside area of consideration | <input type="checkbox"/> Application received too late for consideration |

☐ Other: \_\_\_\_\_

\_\_\_ Recruitment under this announcement has been cancelled.

\_\_\_ Other: \_\_\_\_\_

Dennis Snyder  
Personnel Management Specialist

\_\_\_\_\_  
Date

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The application you submitted for Vacancy Announcement: **#314 DS/csCriminal Investigator (SOO), GS-1811-13**, in the Washington Field Division, Washington, DC has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel.

**The Personnel Division is unable to release specific information on job status.**

Name and Address ***(applicants, please complete)***

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